

**net.work.Maryland Advisory Group  
Monthly Meeting  
May 21, 2002 10:00 am – 2:00 pm  
TEDCO Office Conference Room  
Columbia, Maryland**

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**ADVISORY GROUP ATTENDEES:**

Linda Burek (Chair)  
Margo Burnette (Vice Chair)  
Richard Aldridge  
Walter Bigalo  
Jeff Blank  
Chuck Bristow  
Mary Clapsaddle  
Ron Forsythe  
David Jenkins (for Lewis Powell)

Michael McCarty  
Bob McGrory  
William Morrow  
Anthony Myers  
Richard Rose  
Pat Wallace  
Garland Williamson  
Renee Winsky

**DBM STAFF ATTENDEES:**

Bill Dye  
Jamie Schloss  
Jodey McGhee

Reported By:	Topic / Discussion	Action	Completion Date
M. Burnette	<b><u>Call To Order</u></b> - The Meeting was called to order at 10:04 am.		
M. Burnette	<b><u>Introduction of New Members</u></b> - New members introduced themselves and shared the following information: <ul style="list-style-type: none"><li>▪ Name, profession, and entity representing</li><li>▪ How each intends to gain input from entity they represent</li><li>▪ Their vision for statewide network</li><li>▪ Their vision for board</li><li>▪ Area and/or how each believes can most contribute</li></ul> Mary Clapsaddle, representing Economic Development. Richard Aldridge, representing County Government. Anthony Meyers, representing Public Service Commission.	Margo to provide “notebook” to new members.	
Members	<b><u>Approval of April Minutes</u></b> - The Members approved the		

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	minutes from April's meeting.		
M. Burnette	<p><b>Project Status</b> - Margo reviewed the status of the project.</p> <ul style="list-style-type: none"> <li>▪ Past Month Team Activities <ul style="list-style-type: none"> <li>○ Margo spoke about the presentation she gave at ITB</li> <li>○ VA COTS meeting</li> <li>○ Public website has been updated</li> </ul> </li> <li>▪ Upcoming Activities <ul style="list-style-type: none"> <li>○ Site visit to Worldcom's managed services department on May 28<sup>th</sup></li> <li>○ Site visit to Verizon's managed services department on May 30<sup>th</sup> (Verizon has been creating a database of all State circuits)</li> <li>○ Task order for Interim Managed Services (next 9-12 months)</li> <li>○ Requirements meeting on June 5<sup>th</sup></li> <li>○ Engineering meeting in early June</li> <li>○ Received PMP for provisioning 6 St. Paul to College Park</li> <li>○ Expect PMP for provisioning other entities</li> </ul> </li> <li>▪ Schedule / WBS <ul style="list-style-type: none"> <li>○ Margo presented the updated schedule – available on committee's working website</li> </ul> </li> </ul>	<p>Margo will review the presentation from April to ensure that the maps are present.</p> <p>The Requirements and Engineering committee's have been asked to attend the Requirements Meeting on June 5, 2002 in Annapolis.</p>	
M. Burnette	<p><b>Requirements</b> - Requirements Analysis Background:</p> <p>Margo discussed with the members the importance of defining the needs of every member's functional requirements in order to ensure that everyone is served. Need to ensure – adaptability, scalability, security, and affordable.</p>		
M. McCarty	<p><b>Requirements Committee Chair Report</b> - Presented requirements for the initial 12 months, 13-24 months, and 25 months and beyond (presentation is available on the working homepage).</p> <p>There was discussion about the possible need to upgrade Midland systems in schools throughout the State. It was suggested to leave legacy system on the legacy network and move to IP based communications on the new network as soon as possible.</p>	<p>Michael McCarty requested the members review Draft Requirements before the June 5, 2002 Requirements Meeting to ensure their needs are met.</p> <p>Michael McCarty and Richard Aldridge will check to see if there is an existing set of requirements from phase 0.</p>	

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	<p>There exists a need to determine what party will be responsible for end-to-end connectivity. Feedback from all board members will be required to resolve this issue.</p> <p>It was suggested that the line of demarcation should be only where net.work.Maryland touches (the pop).</p> <p>A method and standard for transferring large files needs to be determined. It was brought up that if you can monitor file and email traffic law enforcement may gain access to that information (this could be an issue for higher education institutions).</p> <p>It was suggested that the Policy Committee establish a policy on inappropriate content.</p>	The committee will hold their next meetings on May 31, 2002 and June 14, 2002.	
R. Winsky	<b><u>Communications Committee Chair Report</u></b> - Presented goals and definitions (from meeting presentation).	Renee is going to look further into the idea of hosting a contest via MARYLAND.GOV to establish a new identity for net.work.Maryland.	
P. Wallace	<p><b><u>By-Laws / Policy Committee Chair Report</u></b> - Drafting policies for Advisory Group operations (methodology by which members shall vote and make decisions).</p> <p>Drafting procedural rules for member deliberations.</p> <p>Drafting policy for network operations (i.e. acceptable content, file size limitation). A service level agreement may solve many of these issues.</p> <p>A motion passed to allow the policy committee to continue to develop the policies currently under review.</p> <p>Future meetings will be open to the public.</p>	<p>After review of the charter is complete Pat will have changes posted on the working site via Richard.</p> <p>Linda will look into the availability of DBM legal counsel to guide the members in development and ratification of policy.</p>	
J. Blank	<p><b><u>Engineering Committee Chair Report</u></b> - This committee has been speaking with the communities that the board members represent and are awaiting the requirements from the Requirements Committee in order to begin their work.</p> <p>Jeff has requested to know what the budget is since it is not possible to engineer a network without knowing available funding. DBM stated the engineering plans must be submitted so that the department can look for appropriate funding.</p>	Linda will look into whether or not DBM as a State agency can take action on resource share unsolicited proposals.	

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	so that the department can look for appropriate funding.		
M. Burnette	<b>Work Group:</b> Margo requested assistance from the Board to develop the Business Case and Pricing model.	Mary Clapsadle, Ron Forsythe, Pat Wallace, Will Morrow and Chuck Bristow will assist Margo and DBM staff in structuring the business case for cost recovery.  Margo will put the current budget on the working website via Richard.	
	<b>Other Business</b> - The next meeting will take place at Chesapeake College.	The next monthly meeting will be held on June 18, 2002	
	<b>Adjournment-</b> The meeting adjourned at 1:55 pm		

**Minutes Recorded by:**

Jamie Schloss  
Jodey McGhee